



# State and Local Fiscal Recovery Fund (SLFRF) Compliance and Reporting for Non-Entitlement Cities (NEUs)

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Iowa League of Cities Webinar

February 26, 2025

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## What is the SLFRF?

- Provided funding (ARPA funds) to cities to respond to COVID-19 pandemic
  - Funds provided to cities on a per capita basis
  - All funding received needed to be obligated before the end of 2024
  - All funding must be spent before the end of 2026
  - Compliance report must be submitted by non-entitlement cities (NEUs) annually by April 30<sup>th</sup> through 2027
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## Final Rule: Ineligible Use of Funds

- Funding may not be used directly or indirectly to reduce property taxes
  - Deposits into pension funds are prohibited
  - Cannot be used to repay debt service
  - May not be used to for judgements or settlements
  - Use on projects prior to March 2021 are ineligible
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# Final Rule: Eligible Use of Funds

## Standard Allowance for Revenue Loss Up to \$10 Million

- Assumption all recipients experienced a loss due to COVID-19
  - Cities can use the funding received for “government services” which provides the most flexibility on use of funds: **depending on use, funding would still be subjected to competitive bidding and procurement as necessary**
  - By taking the standard allowance the reporting process is simpler / streamlined
  - Most cities in Iowa took the standard allowance
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# How Has Your City Spent or Obligated to Spend the SLFRF / ARPA Funds?

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## Final Rule: Obligating and Expending Funds

Funds needed to be obligated by December 31, 2024, and expended by December 31, 2026.

- Obligated means under a contract executed by the city and the contractor / vendor
  - A Resolution allocating (budgeting) the funds does not meet the the obligation requirement
  - **Any remaining ARPA funds not obligated by the deadline must be returned to the Department of Treasury.**
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# Obligating and Expending Funds

## What Is an Obligation?

- From the Final Rule: “an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment.”
  - Be mindful of the definition of obligation. It is not just budgeting the money, a municipality must go further and create a contract, subaward or similar transaction requiring payment prior to the end of 2024.
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# SLFRF Compliance Reporting

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# SAM.gov

SAM is the official government-wide database to register with in order to do business with the U.S. government

Home Search Data Bank Data Services Help

**SAM.GOV**<sup>®</sup>

**Official U.S. Government Website**  
100% Free

**The Official U.S. Government System for:**

- Contract Opportunities**  
(was fbo.gov)
- Contract Data**  
(Reports ONLY from fpds.gov)
- Wage Determinations**  
(was wdol.gov)
- Federal Hierarchy**  
Departments and Subtiers
- Assistance Listings**  
(was cfda.gov)
- Entity Information**  
Entities, Disaster Response Registry,  
Exclusions, and Responsibility/  
Qualification (was fapiis.gov) **NEW**
- Entity Reporting**  
SCR and Bio-Preferred Reporting

**Register Your Entity or Get a Unique Entity ID**  
Register your entity or get a Unique Entity ID to get started doing business with the federal government.

- Get Started**
- Renew Entity**
- Check Entity Status**

Already know what you want to find?

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## SAM.gov

- SAM.gov accounts must be renewed annually
  - To complete the ARPA SLFRF compliance report, SAM.gov registration must be up to date, and the city's UEI number may be needed
  - UEI is a "Unique Entity Identifier" 12-digit number, and can be looked up on the SAM.gov website
  - If you are having difficulty with SAM registration, registration renewal, or other assistance needed, visit <https://sam.gov/content/help>, or call the Federal Service Desk at (866) 606-8220.
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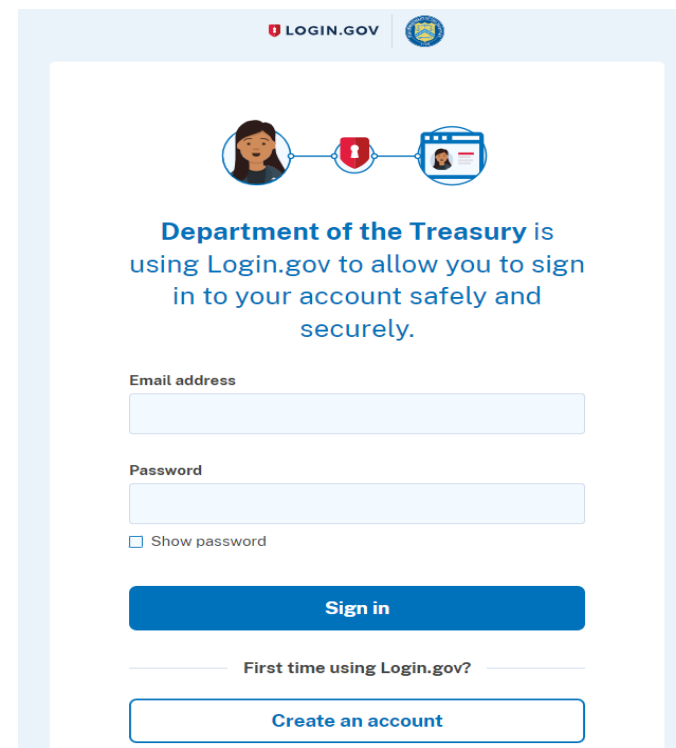
# SAM.gov Help Videos

- Tutorial for new SAM.gov users:  
<https://www.youtube.com/watch?v=Zfr7poeQfSg>
  - How to get UEI without completing registration process and providing documentation to validate your entity:  
<https://www.youtube.com/watch?v=C87wSCYKTcE>
  - Navigating the registration process:  
<https://www.youtube.com/watch?v=YZ6LM69niuk>
-

# Accessing Treasury Portal at Login.gov

Link to address Treasury Portal at Login.gov:

[portal.treasury.gov/compliance](https://portal.treasury.gov/compliance)



The screenshot shows the Login.gov interface for the Department of the Treasury. At the top, there is a header with the "LOGIN.GOV" logo and the Treasury Department seal. Below the header, there is a central graphic featuring a person's profile, a red shield with a white exclamation mark, and a computer monitor displaying a user interface. The text below the graphic reads: "Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely." Below this text are two input fields: "Email address" and "Password". Under the password field, there is a checkbox labeled "Show password". A blue "Sign in" button is positioned below the input fields. At the bottom, there is a link for "First time using Login.gov?" which leads to a "Create an account" button.

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## Login.gov

- Users may sign in using an existing account or choose the create a new account option
  - Creating a new account is a one-time process that includes verifying your email address, creating a password, and receiving an authentication code. You will need the city's UEI number to create a new account. The entire process should take a few minutes
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# Accessing the Treasury Portal Using ID.me

Users that already have access to Treasury's portal using ID.me are *not* required to use Login.gov and can continue accessing their reporting records through ID.me.

ID.me +  TREASURY

**Sign in to ID.me**

New to ID.me?  
[Create an ID.me account](#)

Email

Password

[Sign in](#)

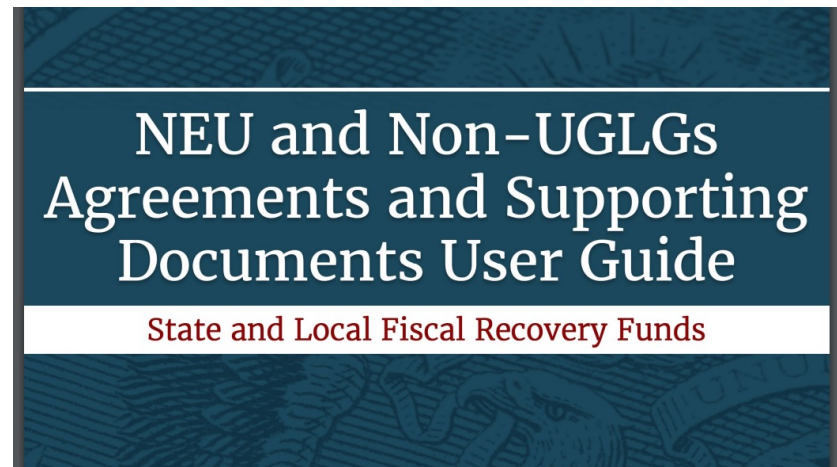
[Forgot password](#)

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## NEU User Guide

Quick reference guide which contains several helpful tips which include reporting guidance, assigning roles, project and expenditure reports, etc.:  
<https://home.treasury.gov/system/files/136/NEU-Non-UGLG-Agreements-and-Supporting-Documents.pdf>



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# Staff Roles for Reporting

**Account Administrator:** Maintains the names and contact information for each role for reporting. The Administrator can also view and submit reports. It is recommended that a second Administrator role be assigned in the event of staff changes.

**Point of Contact for Reporting:** Primary contact for receiving official Treasury notifications about reporting.

**Authorized Representative for Reporting:** Responsible for certifying and submitting official reports on behalf of the SLFRF award recipient.

Link to the Treasury tutorial webinar to assign roles:

<https://www.youtube.com/watch?v=w7vbi94rVDI>

## Designated Staff Roles for SLFRF Reports

- SLFRF recipient organizations are required to designate staff or officials for the following three roles in managing reports:
  1. Account Administrator
  2. Point of Contact for Reporting
  3. Authorized Representative for Reporting
- You must be registered and have an account in Treasury's Reporting Portal. If you have questions about creating an account you can view
- The Recipient may designate one individual for all three roles. Multiple individuals can be designated for each role

Play (k)





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## Guidance to Complete Compliance Report

- Reporting portal opens in early April and reports must be submitted by April 30 annually (through 2027): **log in early**
  - The reporting period starts April 1 of the prior year and ends March 31 of current year
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# Completing the Compliance Report: Standard Allowance Instructions

Select “**Compliance Reports**” from the sidebar menu or click “**Go to My Reports**” in the lower part of the page.

The screenshot displays the Treasury COVID-19 Relief Hub interface. At the top, a blue header contains a menu icon, the text "Treasury COVID-19 Relief Hub", and a user profile icon. Below the header, a dark blue sidebar on the left features a logo and the text "State, Local and Tribal Support Compliance". Two menu items are visible: "Introduction" and "Compliance Reports", with the latter highlighted by a red box and a red arrow pointing to it from the text "Click here". The main content area has a white background and contains a welcome message, a "Compliance Process" section with a paragraph of text, and three sub-sections: "State and Local Fiscal Recovery Funds (SLFRF)", "Emergency Rental Assistance (ERA)", and "Homeowner Assistance Fund (HAF)", each with a brief description. At the bottom of the main content area, the text "Ready to get started? Click 'Go to your reports' below." is followed by a red box around the text "Go to your reports" and a red arrow pointing to it from the text "Or click here". A "Help/Contact Us" sidebar is partially visible on the right.

You will arrive at the “My Compliance Reports” page.

Look for the “SLFRF Compliance Reports” section.

You will see a Project and Expenditure Report for 2023 with a Status of “Draft.” Next to it is a blue pencil icon – click it.

Treasury COVID-19 Relief Hub

### My compliance reports

#### SLFRF compliance reports

Search

Records per page: 10 Page: 1 of 1

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1 NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2 ARO675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Draft		
3 ARO675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

#### SLFRF Information and/or Document Requests

You have no IDR Forms

State, Local and Tribal Support Compliance

Introduction

Compliance Reports

Hide

Help

For assistance on your submission and other questions, contact Covid IT Relief Support

Legend

- Provide Information
- View
- Download
- Request Extension

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You will arrive at the “Introduction and Bulk Upload Templates” page.

From the sidebar menu, find “Recipient Profile” and select it.

Please note the box outlined in red on the right side of the screen. It contains details for your entity, including your total ARPA award amount (all funds received to date) at the bottom under “Allocation Amount.”

**Treasury COVID-19 Relief Hub**

**Introduction and Bulk Upload Templates**

SLFRF recipients will complete the required sections of the Project and Expenditure Report using the left navigation bar to complete the relevant sections.

Use the following link to access the 'User Guide' for a reference.

[User Guide](#)

**Bulk Uploads**

SLFRF recipients may choose to provide the data required by the Project and Expenditure Report using the bulk upload process. The following five (5) components allow the bulk upload process:

- Project
- Subrecipient/Beneficiary/Contractor
- Subaward/Direct Payment
- Expenditure
- Tax Offset Provision

**Expenditure Category Requirements and Bulk File Upload**

Expenditure Categories must be used to categorize each project as noted in the Reporting Guidance. Certain Expenditure Categories will require programmatic data, in addition to project standard information. Recipients have the option of entering data manually or utilizing the bulk file upload capability. Please note each Expenditure Category is aligned to a unique bulk file upload template. You

**Report Information** (Draft)

Report Name

Report Type  
Project and Expenditure Report

Report Period  
Annual March 2022

Reporting Period Start Date  
3/3/2021

Reporting Period End Date  
3/31/2022

Submission Deadline  
4/30/2022 11:59 PM

Allocation Amount

You will arrive at the “**Recipient Profile**” page. Review the “**Recipient Information**” section to ensure it contains the correct information and then enter the required fields. Click “**Save**” when done and then select “**Project Overview**” from the sidebar menu.

**After saving click here** → [Project Overview](#)

**Click here when done** → [Save](#)

**Recipient Profile**

Please verify that you are an authorized user of the prime recipient and confirm the accuracy of your organization's program profile.

**Recipient Information**

UEI	Address	PO Box 85
TIN	Address 2	
Legal Entity Name	Address 3	
Type	City	Newport Ctr
FAIN	State/Territory	VT
CFDA No.	Zip5	05857
Fiscal Year End Date	Zip+4	0000
	Reporting Tier	Tier 5. Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding, and NEUs that are allocated less than \$10 million in SLFRF funding

\*Is the Recipient Registered in SAM.Gov?  
Yes

**Record Details**

- Status: Draft
- Report Name: AR0675 - P&E Report - 2023
- Report Type: Project and Expenditure Report
- Report Period: Annual March 2023
- Reporting Period Start Date: 4/1/2022
- Reporting Period End Date: 3/31/2023
- Submission Deadline: 4/30/2023 11:59 PM
- Allocated Amount: \$74,999.47

In the **“Project Overview”** page, you will find the **“No Projects Verification”** section. It contains the question **“Does your jurisdiction have projects to report as of this reporting period?”** Select **“My jurisdiction has projects to report”** and hit **“Save.”** In the **“My Projects”** section, select **“Add New Project.”**

Select that you have projects to report and then hit “Save”

Click here to add your project

The screenshot shows the 'Project Overview' page with a navigation bar at the top containing 'Add Projects', 'Add Subrecipients/Beneficiaries/Contr...', 'Add Subawards/Direct Payments', and 'Add Expenditure(s)'. The left sidebar includes 'State, Local and Tribal Support SLFRF Compliance' and a menu with 'Introduction/Bulk Templates', 'Recipient Profile', 'Project Overview', 'Recipient Specific', and 'Certification'. The main content area has a 'Project Overview' section with instructions and a 'No Projects Verification' section. The 'No Projects Verification' section contains a dropdown menu with 'My jurisdiction has projects to report' selected and a 'Save' button. Below this is the 'My Projects' section, which shows 'Total Number of Projects : 0' and a table with columns for 'Total Adopted Budget', 'Total Obligations', and 'Total Expenditures'. An 'Add New Project' button is highlighted in the 'My Projects' section. At the bottom, there are 'Back' and 'Next' buttons.

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## Update to Project Overview Page

You will be asked the following question:



The screenshot shows a 'My Projects' summary page. It includes a title, a total project count, and a table of financial metrics. Below the table is a note about remaining funding and a dropdown menu for a specific question. An 'Add new project' button is at the bottom.

Metric	Value
Total adopted budget	\$3,005,000.00
Total obligations	\$2,505,000.00
Total expenditures	\$2,305,000.00

Remaining funding that will be lost if not obligated by December 31, 2024.  
(Calculation based off of Total adopted budget minus Total obligations)  
\$500,000.00

Up to and including this reporting period, have revenue replacement funds been allocated to government services and reflected in the below projects?  
Yes

[Add new project](#)

Be sure to answer “Yes”, if you do not answer this question, you will receive an error message when attempting to certify and submit the report.

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Because the standard allowance for revenue loss was elected, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using **Expenditure Category 6.1 Provision of Government Services**. When you have entered all the required fields, click **“Add Project.”** If necessary, continue adding additional projects for this reporting period (4/1/2023 – 3/31/2024).

### Notes to Complete Fields on this Page for New Projects

- City assigns **Recipient Project ID#**
- Skip filling out **Program Income Earned and Expended**, not required
- **Total Cumulative Obligations and Expenditures** are from the time of the ARPA award through March 31, 2025
- **Current Period** fields are for this period (April 1, 2024, to March 31, 2025)

fields, such as project name and project ID, are static and do not change across reporting periods.  
Other fields, such as number of obligations and total obligations, are dynamic and change across reporting periods.

#### Add Project

**General Project Information**

\*Project Expenditure Category Group  
6-Revenue Replacement

\*Project Expenditure Category  
6.1-Provision of Government Services

Please note: obligations and expenditures reported under Expenditure Category: 6.1 Provision of Government Services do not need to have subrecipients, subawards, or expenditures separately reported.

\*Project Name  
Test 1

\*Recipient Project ID#  
#1

Adopted Budget  
\$1,000,000.00

\*Total Cumulative Obligations@  
\$0.000.00

\*Total Cumulative Expenditures@  
\$25,000.00

\*Current Period Obligations@  
\$10,000.00


\*Current Period Expenditures@  
\$5,000.00

Program Income Earned@  
\$0.00

Program Income Expended@  
\$0.00

\*Project Description@  
Test project 1

EC 6 project descriptions should include details on the specific government services traditionally provided by a government being funded by the project, please provide additional details on how the funds will be used, if possible.

**Click here to add your project**  **Add Project**



After you have added all the projects for this reporting period, they should appear in the table in the “My Projects” section along with any other projects enter from prior reports. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been entered, click “Next” at the bottom of the page to advance to the “Recipient Specific” screen.

Introduction/Bulk Templates  
Recipient Profile  
**Project Overview**  
Recipient Specific  
Certification

All projects, regardless of Expenditure Category, require a set of “standard” data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods.  
Other fields, such as status of completion and total obligations, will change across reporting periods.  
Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category  
You may need to refresh your browser screen to see your new entries.

### My Projects

✓ = Complete    ⚠ = Warning    ✖ = Not Complete

Total Number of Projects : 1

Total Adopted Budget: \$1,000,000.00    Total Obligations: \$50,000.00    Total Expenditures: \$25,000.00

[Add New Project](#)

> Filters    Records per page: 50    Page: 1 of 0

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1 Test 1	State assigned ID Number	\$50,000.00	\$25,000.00	6-Revenue Replacement	✓	✓	✓

[Download as CSV](#)

[Back](#)    **After all projects have been successfully added, click here** → [Next](#)



## Editing an Existing Project

Yellow and Red boxes let the reporter know information needs to be edited prior to advancing in the report. To open the edit page, click on the yellow (or red) pencil. Failure to correct the data will result in an error message when you attempt to certify the report.

### My Projects

Total Number of Projects : 4

Total Obligations: \$11,000,101.00      Total Expenditures: \$11,000,101.00

[+ Add New Project](#)

Search

Records per page: 10 Page: 1 of 1

	Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1	Test Household Pro...	132645fgh	\$0.00	\$0.00	2-Negative Economic Impacts	✓	✓	✓
2	TEST-CS-RevLoss	TEST-CS-001	\$10,000,001.00	\$10,000,001.00	6-Revenue Replacement	✓	✓	✓
3	TEST-CS-7.3-Transf...	TEST-CS-034	\$1,000,000.00	\$1,000,000.00	7-Administrative	⚠	⚠	✓
4	TEST-CS-1.1-COVI...	TEST-CS-003	\$100.00	\$100.00	1-Public Health	✓	⚠	⚠

[Download as CSV](#)

Because the standard allowance for revenue loss was elected, all reporting of ARPA expenditures will be under **Expenditure Category Group 6 – Revenue Replacement**, using **Expenditure Category 6.1 Provision of Government Services**. When you have entered all the required fields, click **“Confirm Project”**. If necessary, continue adding additional projects for this reporting period (4/1/2023 – 3/31/2024).

Edit Project

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General Project Information

Due to changes effective for the July 2022 reporting cycle, Additional Information may be required. please verify and confirm your information.

\*Project Expenditure Category Group  
7-Administrative

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\*Project Expenditure Category  
7.2-Transfers to Other Units of Government

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*Project Name TEST-CS-7.3-Transfers to Other Units of Govern	*Recipient Project ID TEST-CS-034	*Adopted Budget \$10,000,000.00
*Total Cumulative Obligations \$1,000,000.00	*Total Cumulative Expenditures \$1,000,000.00	*Current Period Obligations \$0.00
Program Income Earned	Program Income Expended	

---

\*Status to Completion  
Not Started

---

\*Project Description  
Lorem Ipsum

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[Delete Project](#) [Confirm Project](#)

**Notes to Complete Fields on this Page**

- City assigns **Recipient Project ID#**
- Skip filling out **Program Income Earned and Expended**, not required
- **Total Cumulative Obligations and Expenditures** are from the time of the ARPA award through March 31, 2025
- **Current Period** fields are for this period(April 1, 2024, to March 31, 2025)
- **Status to Completion:** Select how far along the project is to completion from the dropdown menu
- It will ask you the project start and end dates. Select these dates by using the calendar icon.

After you have added all the projects for this reporting period, they should appear in the table in the “My Projects” section along with any other projects enter from prior reports. Each project should have three (3) green check marks next to it showing it is complete. After all projects have been entered, click “Next” at the bottom of the page to advance to the “Recipient Specific” screen.

Introduction/Bulk Templates  
Recipient Profile  
**Project Overview**  
Recipient Specific  
Certification

All projects, regardless of Expenditure Category, require a set of “standard” data fields. Some of these fields, such as project name and project ID, are static and do not change across reporting periods. Other fields, such as status of completion and total obligations, will change across reporting periods.

Note: Bulk Upload templates will appear once you have selected the Project Expenditure Category

You may need to refresh your browser screen to see your new entries.

### My Projects

✓ = Complete •    ⚠ = Warning •    ✗ = Not Complete •

Total Number of Projects : 1

Total Adopted Budget: \$1,000,000.00      Total Obligations: \$50,000.00      Total Expenditures: \$25,000.00

[Add New Project](#)

> Filters      Records per page: 50    Page: 1 of 0

Project Name	Recipient Project Id	Total Obligations	Total Expenditures	Expenditure Category	Project Status	Obligation Status	Expenditure Status
1 Test 1	State assigned ID Number	\$50,000.00	\$25,000.00	6-Revenue Replacement	✓	✓	✓

[Download as CSV](#)

**After all projects have been successfully added, click here** → [Next](#)



The “Recipient Specific” screen is the “Revenue Replacement” page. For the question: “Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?” you should answer “Yes”. After selecting “Yes” a series of conditional questions will populate.

**Treasury COVID-19 Relief Hub**

**Revenue Replacement**

Recipients will have the option below to update or provide information associated with revenue replacement.

Depending on your answer to the question, “Is your jurisdiction electing to use the standard allowance of up to \$10 million for identifying the revenue loss?” you will be asked conditional questions.

Please note: during the period of performance covered by this report, the interim Final Rule still applies. However, if your jurisdiction is calculating your “Revenue loss due to COVID-19 Public Health Emergency” using your fiscal year, you may do so by completing the “Fiscal Year End Date” field and entering your revenue loss in the same “Revenue loss due to COVID-19 Public Health Emergency” field.

If that situation applies to you, please make clear in the “Provide an explanation...” text box that you are using fiscal year for your calculation.

**Revenue Replacement Key Inputs**

\* Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?

--None--

--None--

Yes

No

Project Overview Next

**Draft**

**Report Information**

Report Name

Report Type  
Project and Expenditure Report

Report Period  
Annual March 2022

Reporting Period Start Date  
3/3/2021

Reporting Period End Date  
3/31/2022

Submission Deadline  
4/30/2022 11:59 PM

Allocated Amount

On the **“Revenue Replacement”** page in the **“Revenue Replacement Key Inputs”** section follow the steps in **RED** below:

The screenshot shows the 'Revenue Replacement' section of a software interface. The main content area is titled 'Revenue Replacement Key Inputs' and contains several questions and input fields. Red arrows and text annotations point to specific elements:

- Select "YES"**: Points to the dropdown menu for the question: "Is your jurisdiction electing to use the standard allowance of up to \$10 million, not to exceed your total award allocation, for identifying revenue loss?". The dropdown is currently set to "Yes".
- Enter the allocated amount of your ARPA award**: Points to the input field for "Revenue Loss Due to Covid-19 Public Health Emergency".
- Select "NO"**: Points to the dropdown menu for the question: "Were Fiscal Recovery Funds used to make a deposit into a pension fund?". The dropdown is currently set to "No".
- Sample language**: Points to the text area for "Explanation". The text entered is: "We are still gathering community input to help shape our decision on how to spend funds. No projects have been identified thus no funds have been allocated."
- Don't forget to click here**: Points to the "Save" button at the bottom of the form.
- After saving click here**: Points to the "Next" button at the bottom right of the page.

On the right side, there is a sidebar with a 'Record Details' section. The 'Allocated Amount' is listed as \$74,999.47, which is circled in red.

Record Details	
Status	Draft
Report Name	ARO675 - R&E Report - 2023
Report Type	Project and Expenditure Report
Report Period	Annual March 2023
Reporting Period Start Date	4/1/2022
Reporting Period End Date	3/31/2023
Submission Deadline	4/30/2023 11:59 PM
Allocated Amount	\$74,999.47

You will arrive at the **“Certification”** page. It should show the number of projects that were entered in the **“Project Overview”** table under **“Complete”**; zero (0) should appear under **“Incomplete”**.

The text at the bottom also contains pre-populated information for whoever was designated to the role of **“Authorized Representative for Reporting”**.

If this is not you, you will not be able to **“Certify and Submit”**. **Only Authorized Representative for Reporting** can certify the reports.

When ready, click **“Certify and Submit”** at the bottom of the page

Treasury COVID-19 Relief Hub

State, Local and Tribal Support SLFRF Compliance

Introduction/Bulk Templates  
Recipient Profile  
Project Overview  
Recipient Specific  
**Certification**

### Certification

**Review**

Total Obligations: \$20,000.00      Total Expenditures: \$25,000.00

Total Number of Projects: 1  
Total Number of Subawards: 0  
Total Number of Expenditures: 0

**Project Overview Status**

	Project Status	Obligation Status	Expenditure Status
Complete	1	1	1
Incomplete	0	0	0

**Statement**

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and administrative remedies for false claims or otherwise (including under 31 USC 3729 et seq.) The undersigned is an authorized representative of the SLFRF Recipient.

By signing this report, the Authorized Representative for Reporting acknowledges in accordance with 31 CFR 35.4(c) that recipients shall provide to the Secretary periodic reports providing detailed accounting of the uses of funds, as applicable, all modifications to a State's or Territory's tax revenue sources, and such other information as the Secretary may require for the administration of this program. In addition to regular reporting requirements, the Secretary may request other additional information as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of this program. False statements or claims made to the Secretary may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in Federal awards or contracts, and/or any other remedy available by law.

**Name of Submitted User**

The information for the currently signed in user will populate as the Authorizer of this submittal. Only those in Role of Authorized Representative for Reporting or Authorized Representative on the Submission record will have access to Certify and Submit.

Name: Michael Gleason      Telephone: (111) 222-3333  
Title: External Testers      Email: [Redacted]

Help  
Legend  
Records Details  
Status: Submitted  
Report Name: NAC External Testing  
Report Type: Project and Expenditure Report  
Report Period: Quarter 1 2020 (January-March)  
Reporting Period Start Date: 1/1/2020  
Reporting Period End Date: 3/31/2020  
Submission Deadline: 5/20/2020 12:00 PM  
Allocated Amount: \$6,000,000.00



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## New to the Certification Page

**Before certifying and submitting, it will ask the following:**

For almost all cities, be sure to select “no” from the dropdown in these questions or it will not let you submit the report.

If have happen to be a city that has received more than \$750,000 in federal grants within the last FY, answer “Yes” and understand that you will need to complete a Single Audit on the funds you received.

### Federal Audit Clearinghouse (FAC)

Have you expended \$750,000 or more in federal award funds during your most recently completed fiscal year?

### Alternative Compliance Examination Engagement (ACEE)

For certain entities that may be new to expending more than \$750,000 in federal awards and are now subject to Single Audit Act requirements, the U.S. Department of the Treasury (Treasury), together with the Office of Management and Budget and other stakeholders, developed the Alternative Compliance Examination Engagement (ACEE).

For qualified SLFRF recipients, the ACEE is a voluntary alternative to a required full Single Audit that is less burdensome, but still upholds good stewardship by focusing on Activities Allowed and Unallowed and Allowable Cost/Cost Principles.

Would you like to submit an ACEE instead of the Single Audit?

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This is the message you will receive after hitting the **“Certify and Submit”** button. Click on the **“Submit”** button.

The screenshot displays a web application interface with a confirmation dialog box overlaid. The dialog box contains the text "Are you sure you want to submit?" and two buttons: "Cancel" and "Submit". A red arrow points to the "Submit" button, which is highlighted with a red box. The background shows a project overview table and a certification statement.

**Project Overview Status**

	Project Status	Subaward Status	Expenditure Status
Complete	0	0	0
Incomplete	0	0	0

**Statement**

I certify that the information provided is accurate and complete after reasonable inquiry of people, systems, and other information available to the SLFRF recipient. The undersigned acknowledges that any materially false, fictitious, fraudulent statement, or representation (or concealment or omission of a material fact) in this submission may be the subject of criminal prosecution under the False Statements Accountability Act of 1996, as amended, 18 USC 1001, and also may subject me and the SLFRF Recipient to civil penalties, damages, and other civil or criminal penalties for false or otherwise fraudulent statements. The undersigned is authorized to certify and submit this information on behalf of the recipient.

**Annual March 2022**

Reporting Period Start Date: 3/3/2021  
Reporting Period End Date: 3/31/2022  
Submission Deadline: 4/30/2022 11:59 PM  
Allocated Amount: [input field]

**Are you sure you want to submit?**

**If you are sure, then click “Submit”**

Buttons: Back, Certify and Submit, Cancel, Submit

After hitting “Submit” you will arrive at the “SLFRF Project and Expenditure Report Survey” page. You can complete the Survey, but it is not a requirement. If you choose not to complete it, scroll down and select “Cancel”.

Treasury COVID-19 Relief Hub

## SLFRF Project and Expenditure Report Survey

Thank you for submitting your SLFRF Project and Expenditure Report. Please participate in the SLFRF Project and Expenditure Report Survey below. Your feedback is greatly appreciated and will help improve the reporting process.

1. How satisfied were you with the login and navigation of the portal?

Highly Disatisfied ★ ★ ★ ★ ★ Highly Satisfied

2. How satisfied were you with manually reporting in the Project and Expenditure Report?

Highly Disatisfied ★ ★ ★ ★ ★ Highly Satisfied

3. How satisfied were you with reporting via bulk upload in the Project and Expenditure Report?

Highly Disatisfied ★ ★ ★ ★ ★ Highly Satisfied

4. How satisfied were you with the overall SLFRF reporting experience?

Highly Disatisfied ★ ★ ★ ★ ★ Highly Satisfied

5. What ways could Treasury improve the SLFRF reporting experience?

[Submit Survey](#)

[Cancel](#)

After the “Survey” page you will return to the main Portal page. As a best practice it is recommended to click on “Go to Your Reports” and review the “My Compliance Reports” page to verify that your 2024 Project and Expenditure Report shows as “Submitted” and download a copy of it to save to your ARPA grant file along with the reports for the prior years.

The image shows a composite of two screenshots from the Treasury COVID-19 Relief Hub portal. The left screenshot shows the 'Go To Your Reports' button highlighted with a red box and a red arrow pointing to it, with the text 'Click here' next to it. The right screenshot shows the 'My compliance reports' page with a table of reports. The 'Submitted' status for the 2023 report and the download icon for the 2022 report are circled in red. A yellow box with an arrow points from the text 'What your screen should look like once you have successfully submitted your ARPA report:' to the table. Another yellow box with an arrow points from the text 'Download your report here!' to the download icon. A green folder icon labeled 'ARPA' and 'Your ARPA folder' is positioned above the right screenshot.

**Click here**

**Go To Your Reports**

**What your screen should look like once you have successfully submitted your ARPA report:**

**Download your report here!**

**ARPA**

**Your ARPA folder**

**My compliance reports**

**SLFRF compliance reports**

Report Name	Report Type	CFDA No	Report Period	Deadline	Status	Provide Inform...	Download
1. NE0675 - NEU Agreements and Supporting Docs	NEU Agreements and Supporting Documents				Submitted		
2. AR0675 - P&E Report - 2023	Project and Expenditure Report		Annual March 2023	4/30/2023	Submitted		
3. AR0675-P&E Report-Q1 2022	Project and Expenditure Report		Annual March 2022	4/30/2022	Submitted		

**SLFRF information and/or Document Requests**

You have no IDR Forms

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## ARPA File Best Practices

Cities are required to file the report annually in April through 2027. It is recommended that more than one person has Authorized Representative for Reporting permission should the primary person be unable to file the report, or the primary person leaves their role with the city.

It is recommended to take these steps as it relates to the ARPA file:

- Put everything in your ARPA folder; if you have not created a file/folder, **CREATE ONE!**
  - Write down all logins, passwords and other details for Login.gov, ID.me, and the Treasury portal
  - Write down details for all assigned user roles from the Treasury portal
  - Print out and put a PDF copy of each completed report you submit in your ARPA file
  - Keep all records of funds spent including receipts in this folder
  - Prepare a spreadsheet to track ARPA funds spent and obligated for each year and put it in this folder
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# Treasury Portal Assistance

There are self-service resources that can be found at this link, <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds/slfrf-self-service-resources> to help troubleshoot login difficulties and address technical issues. If the self-service options do not resolve the problem, the Department of Treasury can be contacted by emailing [SLFRF@treasury.gov](mailto:SLFRF@treasury.gov) or by calling (844) 529-9527.

When emailing (or if calling the Department of Treasury) make sure to include the following in your email:

- Your City's Name
  - UEI Number
  - Federal Tax ID Number
  - Your Name and Role with the City
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## **WHAT QUESTIONS DO YOU HAVE?**

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**Bill Goldy, Iowa League of Cities Consultant**

**Email: [billgoldy@iowaleague.org](mailto:billgoldy@iowaleague.org)**

**Mobile: (970) 222-0611**

**<https://iowaleague.org/resource/contact-us-on-federal-funding-questions/>**